



To: All Prospective Bidders

From: Purchasing Department

Date: April 3, 2013

Subject: Amendment and Inquiries and Responses

RFP#: 111-2013: Valet Man Hour

**Amendment #1:**

Revised Section VIII. Evaluation Criteria Section D) Scoring: Tab II, Business Plan

**Total points available for this criterion are (25) points**

**Please include the following:**

- Provide a detailed plan of your firm's willingness and approach to establishing and/or utilizing a program similar to the Music City Center Workforce Development Program for the services to be provided by your firm.
- Provide a detailed plan of your firm's willingness and approach in utilizing Small, Women, and Minority Businesses.
- A detailed operational plan of your firm's proposed approach including major tasks and sub tasks.
- Provide very specific information on the proposed on site
- Staff's knowledge, training, certifications, etc.
- Provide a photo (head to toe) of the uniform and identification badge.
- Does your company use an after-hours answering service or is an employee on-call?
- How is the after-hour dispatch paperwork handled?

## Inquiries and Responses:

1. May we please have a high-resolution version of the Music City Center Logo? **Please see attached logo**
2. Can you please provide us with the blueprints for the front drive and garage? **You may download what is available from our website**
3. Can we make entrance on 6th Ave. OneWay for large events? **That request would only be made to the city by MCC when absolutely necessary.**
4. Will a podium or key storage area be a part of the buildout? **A desk will be available in the Demonbreun motor lobby, however key storage would be the responsibility of the contractor.**
5. How will credit cards be processed? Will we need to provide our own Merchant ID? **Credit cards will be processed through processor provided by MCC; no merchant ID will be required for contractor**
6. How do we submit documentation for Statements of Interest, Notified and Successful Subcontractors? **Start with Exhibit B and complete the pages that follow Good Faith Statement Form, Statement of Interest, Notified and successful sub-contractors forms and please attach back up document that demonstrates your outreach.**
7. In reviewing exhibit F in the RFP it does not differentiate between the two valet locations. The amount of labor it would take to service an event at the main valet location on Demonbreun would be less than the amount it would take to service the same size event at the Sixth avenue location. In our proposal should we insert an additional spreadsheet so the labor estimates for both locations are accurate? **No; your man hour number should take into account the possibility of this.**
8. Will MCC supply the wireless credit card machine at the point of sale for the valet operation or should we include the machine in our cost? **See response to #5**
9. Will there be an area to store uniforms, tickets, kiosks, signs and other necessary for a smooth valet operation? **No**
10. Is the Procurement Non-discrimination Program Mandatory? **Yes, please see the vendor list on the web-site i.e. temporary labor and promotional items.**